



FORM 6A

The Simple Procedure Notice of Claim

The Simple Procedure is a speedy, inexpensive and informal court procedure for settling or determining disputes with a value of **£5,000 or less**.

You have been **formally served** with a simple procedure claim.

A. ABOUT THE CASE

Sheriff Court

Claimant

Respondent

Case reference number

B. ABOUT THIS NOTICE OF CLAIM

What is this envelope?

You have received this envelope because a claim is being made against you in court. The claim is being made under the Simple Procedure. The Simple Procedure is a speedy, inexpensive and informal court procedure for settling or determining disputes with a value of £5,000 or less. The Simple Procedure Rules are available on the Scottish Courts and Tribunals Service website.

In the Simple Procedure, the person who is making a claim against you is known as the claimant. You, the person the claim is being made against, are known as the respondent.

This envelope should contain:

- this Notice of Claim,
- a Timetable,
- a completed Claim Form,

- if you are able to apply to the court for time to pay, a Time to Pay Application,
- a blank Response Form.

What should you do next?

You should read the completed Claim Form carefully, because it sets out the claim being made against you, including the identity of the claimant, what the claimant says happened and what the claimant wants from you if their claim is successful in court.

You should read the Timetable carefully. This sets out what the last date for a response is. This is the date by which, you must do one of two things:

- (a) send a Response Form to the court and the claimant, or;
- (b) if you want to admit the claim and ask for time to pay, send a Time to Pay Application to the court.

You can **respond to this claim online** using the Civil Online portal on the Scottish Courts and Tribunals Service website.

If you do not do this, the court will almost certainly, if appropriate, award the claim to the claimant and order you to make a payment, including interest and expenses.

What help is available?

If you are not sure what to do next, you can contact the office of the sheriff clerk at the sheriff court.

If you need help to decide how to respond to the claim, how to complete the Response Form or Time to Pay Application or help by representing you in court at a hearing, you should contact a solicitor, the Citizens Advice Bureau or another advocacy or assistance organisation.

C. ABOUT FORMAL SERVICE

C1. Who formally served this Notice of Claim?

 This section will set out the details of the person who formally served this Notice.

Name	<input type="text"/>
Address	<input type="text"/>
Firm or organisation	<input type="text"/>
Signature	<input type="text"/>
Date of formal service	<input type="text"/>